

**Jefferson County
Position Description**

Name:		Department:	Clerk of Court	
Position Title:	Deputy Register in Probate/Juvenile Clerk I	Pay Grade:	2	FLSA: Non-exempt
Date:	October 2015	Reports To:	Register in Probate	

Purpose of Position

The purpose of this position is to perform general reception duties and clerical tasks for the Register in Probate and Juvenile units.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Performs general reception duties including: addressing persons at the counter (determining assistance required, receipting funds, selling packets, seeking departmental clerk, properly receiving documents and copies) and answering/properly forwarding incoming phone calls.
- Performs general clerical tasks including such duties as retrieving and copying files, sorting and distributing mail, completing bulk mailing projects, compiling "packets" of information for customers and monitoring supply.
- Receipts payments for fines, forfeitures, filing fees, copy fees, any other fees ordered to be paid to the clerk of court via counter, US Mail, Jail Mail, etc.
- Dockets, scans and attaches documents to the proper case in the CCAP database and routes appropriately.
- Assists minute clerk in preparing forms and other documents in courtroom setting.
- Reviews Guardian *ad litem* (GAL) and attorney bills, copies, distributes and scans for archives.
- Reviews weekly electronic calendar and prepares electronic files for distribution.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with previous computer experience and 1-2 years general office experience, with high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Customer service, general bookkeeping and/or legal terminology knowledge and experience highly preferred.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date